

**Town of Needham
Leave of Absence Policy
Personnel Administration #305**

1. PURPOSE AND SCOPE

The purpose of this policy is to establish the eligibility, duration and procedural requirements relating to the administration of authorized unpaid leaves of absence.

2. APPLICABILITY

This policy applies to all non-represented, full-time and permanent part-time General Government employees.

3. DEFINITIONS

Refer to the Section 8.3 of the Personnel By-law for the definition of commonly used words.

4. POLICY

At the discretion of the department manager or appointing authority, eligible employees may be granted authorized unpaid leaves of absence in accordance with the procedures outlined below. Authorized leaves of absence for medical reasons shall not be allowed until employees have exhausted their accumulated non-occupational sick leave.

5. PROCEDURES

5.1. General Procedures

- 5.1.1 Upon written request stating the reason and length of the requested leave, department managers or appointing authorities may grant leaves of absence not to exceed two consecutive weeks or ten days per fiscal year.
- 5.1.2 The department manager or appointing authority must notify the Assistant Town Administrator/Personnel Director immediately of the decision to grant the authorized unpaid leave of absence.
- 5.1.3 Requests for authorized unpaid leaves of absence longer than two consecutive weeks, or over and above ten days per fiscal year, must be approved by the appointing authority or department manager and then submitted to the Town Administrator/designee for final approval.
- 5.1.4 Continued employment in Town service will not be guaranteed to an employee after more than thirty (30) consecutive days of authorized unpaid leave of absence.

- 5.2 Leave and Benefit Procedures** Time spent on unpaid leave of absence will effect the employee's length of continuous service and eligibility for leave and benefit accrual.

5.2.1 **Sick Leave Accrual** Employees who are on unpaid leave of absence for more than five days in a calendar month shall not accrue non-occupational sick leave for that month.

5.2.2 **Health/Life Insurance**

5.2.2.1 An employee who is granted an unpaid leave of absence for medical reasons may continue his/her health insurance with no change in benefit subject to the provisions of Board of Selectmen Policy Group Insurance.001.

5.2.2.2 Employees who are on non-medical leaves of absence for less than a complete calendar month may retain their health insurance at the current contribution rate. Employees who do not receive a paycheck for a particular week must pay the appropriate premium directly to the Town during the week that the deduction would have been made, had the employee been on the payroll.

5.2.2.3 Employees who are on non-medical unpaid leaves of absence for a complete calendar month must pay the full cost (100%) of the premium directly to the Town one month in advance of coverage, in accordance with M.G.L. Chapter 32(B).

5.2.3 **Step Increases** An employee who elects an unpaid leave of absence of more than ten days per fiscal year shall have his/her next satisfactory performance step date (if applicable) adjusted by the number of calendar days spent on unpaid leave.

5.2.4 **Longevity** An employee who elects an unpaid leave of absence of more than ten days per fiscal year shall have his/her longevity date adjusted by the number of calendar days spent on unpaid leave.

5.2.5 **Vacation** An employee who elects an unpaid leave of absence of more than five days in a calendar month shall have his/her vacation accrual pro-rated in accordance with the Town's vacation policy.

5.3 **Unauthorized Leave of Absence** Any unauthorized and unreported employee absence shall be considered absence without leave and no compensation shall be paid for the period of such absence. Time absent without leave shall not be included in computation of continuous service.

